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## POSITION DESCRIPTION

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Position Title:	<b>Project Specialist</b>	FLSA Status:	Non-Exempt
Employment Status:	Temporary	Union Status:	Non-Union
Reports To:	Supervisor of assigned work group	Department:	Various

### Purpose of Position

The Project Specialist provides administrative assistance to the department assigned, primarily scanning and saving documents.

### Core Competencies

1. **Safety**: Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
2. **Quality of Work**: Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
3. **Productivity**: Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
4. **Technical Skills/Job Knowledge**: Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
5. **Communication**: Oral and written communication clearly convey information. Keep others informed of activities and problems in timely manner. Listen well. Respond appropriately and respectfully.
6. **Teamwork/Ability To Work With Others**: Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions, capabilities, etc. Willingly share skills, competencies, and knowledge with others. Establish and maintain strong, effective working relationships. Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.
7. **Accountability**: Maintain excellent attendance and punctuality. Arrive on-time and be prepared to work. Accept responsibility for work and actions. Be reliable.
8. **Integrity**: Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and KEC members.

9. **Professionalism**: Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
10. **Support of Cooperative Goals**, Policies, and Procedures: Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
11. **Problem-Solving**: Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

### Job Responsibilities/Essential Functions

1. Scan and save documents.
2. Assist the department with organizing documents or other administrative tasks.
3. Other duties as assigned.

### Job Requirements

1. Knowledge and Skill
  - a. Effective verbal and written communication skills.
  - b. Effective interpersonal skills for working with others.
  - c. Effective organizational and record keeping skills.
  - d. Ability to use typical office equipment (i.e., computers, scanners, etc.)
  - e. Competency with Microsoft Office products (Word, Excel, Outlook).
  - f. Organization and attention to detail and accuracy.
  - g. Maintain positive work attitude.

#### 2. Physical Demands:

	Up to 1 Hr Per Day	Up to 2 Hrs Per Day	Up to 3 Hrs Per Day	Up to 4 Hrs Per Day	Up to 5 Hrs Per Day	Up to 6 Hrs Per Day	Up to 7 Hrs Per Day	Up to 8 to 10 Hrs Per Day
Standing					X			
Walking					X			
Sitting							X	
Keyboarding							X	
Seeing, Viewing								X
Talking & Listening							X	

a. Job May Require Lifting and/or Carrying:

	Never	Occasionally	Frequently	Continuously
Up to 10 lbs.		X		
Up to 20 lbs.		X		
Up to 30 lbs.		X		
Up to 50 lbs.	X			
Up to 100 lbs.	X			

b. Job Can Require:

	Never	Occasionally	Frequently	Continuously
Bending			X	
Squatting			X	
Crawling		X		
Climbing		X		
Reaching above shoulder level		X		

c. Activities Can Include:

	Never	Occasionally	Frequently	Continuously
Unprotected heights		X		
Around noisy machinery	X			
Exposure to marked temperature changes		X		
Driving automotive equipment	X			
Exposure to dust/fumes/gases		X		

NOTE: "Occasionally" means 1% to 33%, "Frequently" means 34% to 66% and "Continuously" means 67% to 100%. Extensive keyboard entry.

3. Working Conditions: Normal office environment with low noise level.

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The Project Specialist shall have full authority to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the Cooperative.

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KEC retains the discretion to add to or change the duties of the position at any time.

Reviewed and approved: \_\_\_\_\_  
Manager/Supervisor

*Niane Grunwald*  
\_\_\_\_\_  
HR Manager

3/2022  
Updated Date

I have read and understand this explanation and job description.

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Employee Signature	Date